

## EXHIBIT III-C

### INSTRUCTIONS --- QUARTERLY EMPLOYMENT REPORT

**Send:** Three copies of your report to:

CDBG Program Staff  
Office of Economic Development  
1625 Broadway, Suite 1710  
Denver, CO 80202

**Project No.:** Use the contract number.

**Grantee and Subgrantee:** Self explanatory.

**Quarter Ending:** Use calendar quarters ending March 31, June 30, September 30 and December 31. Reports are due to CDBG Program Staff within 30 days of the end of each quarter.

**Business Inquiries, Applications Received and Applications Approved:** These numbers should be cumulative from the execution of the contract for which the report is being submitted. This category only applies to Revolving Loan Funds.

**Business Name:** Use abbreviations if necessary. The name of the business, **not the business owners**, should be listed. Use separate columns for each business assisted. If more than one loan/assistance is made to the same business, use one column for each loan/assistance. Direct infrastructure projects should also follow these instructions to report "tap-in" requirements contained in the state's contract.

**Commitment Date:** Enter business on this form during the quarter in which the loan/assistance is committed (state approval), regardless of the quarter in which loan/assistance is actually funded.

**Closing Date:** Business is required to report one year from loan/assistance closing or until jobs and low/moderate goals have been achieved unless otherwise stated in your contract. Keep loan/assistance totals on report even if business is no longer actively reporting. Once the loan/assistance has been tracked for one year continue to show the last quarter tracked on each subsequent report.

**CDBG Amount:** List all CDBG funds being provided (to be drawn down from the state).

**Program Income Amount:** List all Program Income funds being provided (to be utilized in the project).

**Total Amount:** Self explanatory.

**Leveraged \$:** All non-CDBG funds being spent on the project should be listed as specified in the Appropriate Determination submitted and approved by OED or as stated in the state's contract for direct projects.

**Equity:** All equity funds being spent on the project should be listed as specified in the Appropriate Determination submitted and approved by OED or as stated in the state's contract for direct projects.

**Other:** A subtotal of all non-equity leveraged funds.

**Collateral: Debt:** Calculate the ratio of collateral pledged on the CDBG loan to the amount of CDBG funds (including Program Income) provided as stated in the Appropriate Determination submitted and approved by OED. Example: 2:1. This category does not apply to direct infrastructure projects.

**Term:** Self explanatory. This category does not apply to direct infrastructure projects.

**Interest Rate:** Self explanatory. This category does not apply to direct infrastructure projects.

**Type:** Indicate if the project is retail, service, manufacturing, agricultural or other. For combination projects, pick a category according to the type of growth/expansion the CDBG funds will facilitate.

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**Expansion, Start-up, Relocation, Expansion/Relocation:** Place an "X" next to the appropriate category.

**Working Capital, Fixed Assets, Construction, Real Estate:** List the amount of CDBG proceeds that will be used for each activity. These amounts should match the Appropriate Determination submitted and approved by OED or the state's contract for direct projects (revise for direct infrastructure projects).

**FTE Committed:** List jobs to be created/retained in full-time equivalents (FTEs) per locally approved definition or per the state's definition for direct projects (state will defer to local definition if a RLF is administering the project). List those FTEs that the business has contractually committed to create/retain as indicated in the Appropriate Determination submitted and approved by OED or as stated in the state's contract for direct projects.

**L/M Committed:** Again, list by low/moderate FTEs committed. This should be a number, not a percentage. For new job creations, low and moderate income status is determined according to family income for the 12 months prior to being hired by the assisted business. For job retention, low and moderate income is determined by family income as of loan closing/assistance. Low/moderate income figures to be applied are those figures for the county where the business is located and from the most recent figures supplied by OED.

**FTE Created:** This is a measure of actual performance. Written documentation on hiring activities should be collected from all CDBG-assisted businesses on a quarterly basis. Information on the report should reflect the actual maximum number of FTE working during the quarter. If no new jobs were created or if no jobs were lost during the quarter for which you are reporting, carry over the totals from the previous quarter. If, at the end of a quarter, a temporary short-term layoff has occurred, disregard and indicate the number of FTE employed for the majority of the reporting period. If the layoffs continue through the next quarter, then the report should reflect the reduced number of employees. When in doubt, explain the situation through a footnote. A short summary will be required during the contract close-out process for any businesses which did not meet the contract requirements or which met the contract requirements for a shorter term than required.

**L/M Created:** This too is a measure of actual performance. Again, measure in FTEs.

**FTE Retained:** This is a measure of actual performance. **Income certifications** pertaining to retained jobs should be collected from all CDBG-assisted businesses during the loan application phase. Report the number of retained jobs as of the day the CDBG ASSISTANCE IS PROVIDED (LOAN COMMITMENT DATE).

**L/M Retained:** This, too, is a measure of actual performance. Report the number of low/moderate retained jobs as of the day the CDBG assistance is provided (loan commitment date).

**Racial/Ethnic/Handicapped/Female Head of Household Information:** Do not use FTEs. Report on all persons hired and/or retained even if they hold only a part-time position.

**The following DO NOT APPLY TO INFRASTRUCTURE PROJECTS.**

**Payments Due:** List the total outstanding loan balance.

**Payments Made:** List all loan payments including principal and interest that have been made to date.

**Status:** Indicate if the loan is repaid (completely), current, late or in default (as defined by local policy).

**Default \$:** Indicate the entire outstanding loan balance at the time of loan default.

**Recovered:** List all funds that are collected from a defaulted loan.

**TOTALS (far right column on report):** Please total categories for each quarter.